

## **IMPORTANT INFORMATION FOR CERTIFIED MEDICATION AIDES**

The medication aide certificate is valid for two years from the date issued. To maintain a valid certificate, you must complete, at any time during those two years, a program of 10 hours of continuing education approved by the certifying agency.

The continuing education programs are sponsored by community colleges, vocational technical schools, adult care homes, and associations. You may contact the sponsor to learn about approved upcoming 10-hour continuing education courses. You may also access the list of continuing education courses approved by the certifying agency on HOC's website, [www.kdads.ks.gov](http://www.kdads.ks.gov) (choose Health Care Personnel Resources, CMA Resources, CMA Update Courses), or call HOC for continuing education course information.

It is important that you plan ahead so that a course is available before your certificate expires. If you successfully complete the continuing education course, a new certificate will be mailed to you about two weeks before the expiration date of your current certificate.

If your certificate expires, you may reinstate by taking an approved continuing education course within three years of the expiration date. The new certificate will be valid for two years from the date it is issued. To maintain a valid certificate, you must complete, at any time during those two years, a program of 10 hours of continuing education approved by the licensing agency.

If your certificate has been expired for more than three years, you are required to retake the 75-hour medication aide course.

Because the continuing education course is often completed long before the new certificate is issued, it is important to inform HOC of name and address changes as they occur. To report a change of address, call (785) 296-0060 or (785) 296-1250. For a name change, you must submit an HOC form (Request for new card or change name or address change). The form is available on the website, or, you may request it by calling either of the above listed numbers. You will be required to submit documentation of the name change, for example, a copy of your social security card with your new name, marriage license, or divorce decree, whichever applies. Your new name will appear on the certificate when it is issued.